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15 November 1962

MEMORANDUM FOR: Chief, Support Division, ADPS

25X1A SUBJECT : Work Efforts for October 1962



1. The following is a brief statement covering my activities for October 1962.

a. Have continued my liaison between Finance and ADP Division personnel relative to the daily work processing. Minor problems have developed in work flow or report format changes and they have been resolved to each groups satisfaction.

b. Have acted as coordinator between Finance and ADP Division personnel in efforts to cut down the computer time required to process each day's financial transaction. Due to the close look each division's personnel has given to its processing, it appears to be certain that considerable benefit will accrue for each group. ADPD processing time for the 501 will decrease approximately one-half from approximately 4 hours per day to 2 hours. Finance Division will receive its daily reports in a more useful format and more timely. The basic credit for this work belongs to the representatives of the two division's as I only played the part of a go-between after asking each group to take a "hard look" at its own procedures.

c. Currently, working in same capacity as item 3 above in efforts to firm up a definite month-end cutoff date which should permit a better scheduling for 501 use and release of the monthly Confidential Funds Financial Report at an earlier date than before.

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d. Another project which is under way involves the Fiscal, Finance, ADP Division and Technical Accounting Staff relative to accounts payable transactions for property. The solution to this problem as proposed will decrease the work efforts for personnel of each of the divisions in voucher processing and card punching, but will require revisions in the 501 programs.

e. Have prepared an analysis chart of Fiscal Division's General Ledger Accounts. This chart indicates the account number, title, condensed description of the account, ~~control~~^{contra} entry, concurrent entries; if any, etc. The next step is to flow chart the documents within the division. Following the flow charting efforts in conjunction with personnel of Fiscal and ADP Divisions a coding guide will be prepared for processing transactions through the 501 system. Have not been able to spend as much time on this project as I wish.

f. As you are aware, I have made two trips with you to the Logistics warehouse.

2. I believe it appropriate to state that I am receiving full and complete cooperation from each group of people I am dealing with.

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